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IB - 48/62  
5 June 1962

MEMORANDUM TO: Chief, CIA/PAD (NPIC)  
FROM : Acting Chief, PAD/IB  
SUBJECT : Work Shifts

1. At the 1 June Staff Meeting you requested a memorandum from each Branch Chief stating feasibility of each Branch working on shifts without support from other components of NPIC.

2. If necessary the Industrial Branch could efficiently work on a shift basis on Departmental projects without support from other NPIC components. Joint projects, however, would require support from non-PAD personnel. Last month, 41% of the project time of PAD/IB was spent on MCI-type joint projects. With the anticipated influx of new materials it appears that possibly even a larger percentage of our time will be devoted to MCI Joint NPIC Projects, which by definition, cannot be handled independently, and will require support from NPIC.

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